



MOHOKARE
LOCAL MUNICIPALITY



Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL ADVERT

REGISTRY CLERK – ZASTRON

REMUNERATION: R130 836.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate. A relevant National Diploma in Public Management Administration or equivalent. Must have working 2- years' experience in the Local government environment. Must be physically fit due to the nature of work.

ROLES AND RESPONSIBILITIES:

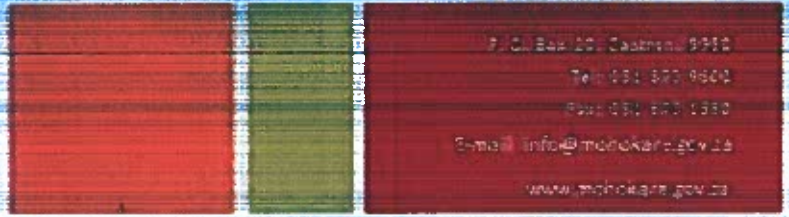
The Candidate will report directly to the Registry Administrator within the respective unit. The incumbent responsibilities will entail amongst others:

- Monitor and track the utilization of files from the registry. Opening and closing of files.
- Maintenance of the file index system and as well as other register within registry.
- File all documents accordingly. Ensure that are traceable at all times.
- Safeguard all files and documents and ensure timeous distribution and dispatch.
- Assist with opening of mail and the distribution thereof. Relieving of officials within admin sub directorate.

CLOSING DATE: 10th September 2021 @ 16H30



MOHOKARE
LOCAL MUNICIPALITY



P.O. Box 20, Zastron, 9950

Tel: 051 670 9600

Fax: 051 670 1380

E-mail: info@mohokare.gov.za

www.mohokare.gov.za

For enquiries contact the Human Resources division on 051- 6739600. **ONLY MUNICIPAL APPLICATION FORMS** (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.


Mr. Selby Selepe
Municipal Manager

MOHOKARE
Local Municipality

02-09-2021

Corporate Services

MOHOKARE
Local Municipality

02-09-2021

Corporate Services